SOC Grade Submission Process

Procedure:

Email a copy of your grades to the SOC Training Manager at <u>veronica.gonzalez1@us.army.mil</u> within 30 days of completion of course.

All grades must be submitted in a non-editable format. Grade submissions are only accepted in the following formats:

- > Official or unofficial transcripts
- > Screen snapshot off of your student account displaying the course id, course title, course grade and your name
- > .pdf file of web printout of grades

No other formats will be accepted. Grades must be submitted in one of the four examples as follows:

Signed,

Veronica Gonzalez

SOC Training Manager

August 13, 2010

Example 1: Grade Report from Web



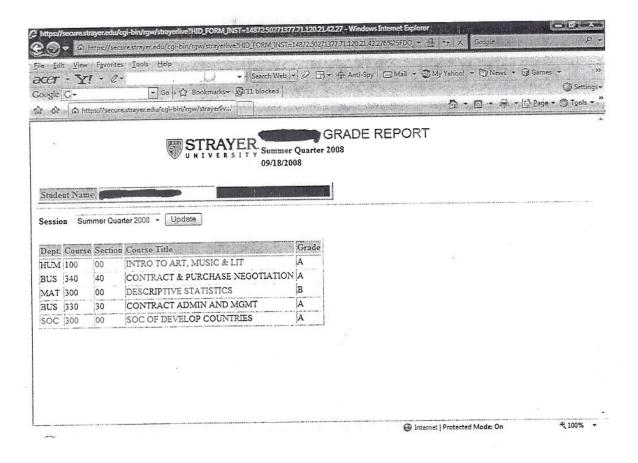
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Session Summer Quarter 2008 -

Dept.	Course	Section	Course Title	Grade
MAT	300	00	DESCRIPTIVE STATISTICS	A
BUS	250	50	INTL BUSINESS ENVIRON	A
HUM	101	01	ORIGINS OF WESTERN CULTURE	A

200902%FD2008

Example 2: Screen shot



05/26/2010

EMBRY-RIDDLE AERONAUTICAL UNIVERSITY

PAGE: 1 of 1

WORLDWIDE CAMPUS, ENROLLMENT MANAGEMENT

WWW UNOFFICIAL TRANSCRIPT OF ACADEMIC RECORD - COUNSELING PURPOSES ONLY

Student Name...:

Current Advisor:

Current Catalog: 2008

Course	ourse Description Att		Cmpl Grd	Pts
*** Fall-2009	*** (08/10/09 - 12/20/	09) MS	Management	
MGMT 535 01F3	Theory & Appl Managerial	3.00	3.00 A	12.00
	Management Science	3.00	3.00 A	12.00
	Phil Princ Pract Mgmt of	3.00	3.00 A	12.00
	Term 4.000	9.00	9.00	36.00
	9			
*** Spring-201	0 *** (01/11/10 - 05/23/	10) MS	Management	
	Concepts & Pract Project		3.00 A	12.00
	Legal Ethic Reg Bases of		3.00 A	12.00
	Anatomy of Work Organizat		3.00 A	12.00
	Term 4.000	9.00	9.00	36.00
	Cum 4.000	18.00	18.00	72.00

APP STAT..: Eval Complete

STAT DATE: 02/06/2009 APPL DATE: 01/23/2009

ANT DEGREE: MS Management

ANT START: 09/F3

ANT MINOR .:

ANT SPEC.: Mgt of Integrated Logistics

Current Home Location: F3 Huntsville

- * All FAA Flight Certificates and Ratings recorded on the *
- * transcript were awarded as a result of flight training *
- * received at Embry-Riddle Aeronautical University.

************* END OF TRANSCRIPT ***************

Example 4: Official was a line of the state of the

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STUDENT :

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BACHELOR OF BUSINESS ADMINISTRATION

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4.5 4.5 GENERAL ELECTIVE ELC001 ENG307 WORLD LITERATURE ISSUES IN BIOLOGY - HUM305

TOTAL TRANSFER CREDITS: ELC005 GENERAL ELECTIVE

ELC004 GENERAL ELECTIVE COMMUNICATIONS II ENG200 GENERAL ELECTIVE ELC003 INTRO TO SOCIOLOGY SOC100 COMMUNICATIONS I ENG102 TOTAL TRANSFER CREDITS:

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> > Link Lights (Cartillate)

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FALL 2005

SUMMER 2005

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ERN: 0.0 GPA: 0.0 OTR ATT: 22.5 ERN: 22.5 GPA: SPRING 2007 BUS105004016 PRINCIPLES ORG BEHAVIO 4.5 B

- Undergraduate Information

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